

**Dedham Public Library**  
**Meeting of the Board of Library Trustees**  
**Tuesday, November 16th, 2010 at the Main Library**

**Attendees:** Robert Desmond, Michael Chalifoux, Joseph D'Amico, Rebecca Peluso, Patricia Lambert, Diane Bauer, Brad Bauer, Cecilia Emery Butler, Pat Joyce, Marie Tenniham, Julia Prentice, Erika Annatone, Kathleen Blaha, Kirsten Overman, Monika Wilkinson, Richard Lambert, , Mary Ann Sliwa, Pam Fadden, Anne Lyons, Pat McWhirk, Bob McWhirk, Karen Schaffer-Gadd, Gary Roberts, Janet Knight, Frank Knight, Jeannie Jeffery, Jeanette Evans, Julie Leary, Pat Cronin, Lisa Ingemi, Kay Reily, Gloria Reinhart, Joane Scaramuzzo, Paul Harvey, Ann Miranda, Martha Zeollla, Paul Reynolds, Rachel Forsyth-Tuerck, Tara Levine, Margo Wereta, Sam Celata,

**General Announcements:**

Mr. Desmond reminded the public to direct all comments to the chair and that comments would only be taken during the public input portion of the meeting.

Mr. D'Amico advised the public that no vote would be taken tonight to reduce hours at the library. We have been told that, given the chance, the staff can handle the hours. Also, we will have a new board member shortly, so their input should be heard.

**Public input:**

Ms Butler spoke and requested that the meeting be held under tighter control. Also that the board members speak up.

Mr. Reynolds announced the startup of the Dedham Library Innovation Team and invited everyone to come to Facebook and sign up.

**Mr. Sam Celata:** Mr. Celata had requested to be placed on the agenda. He was concerned that a letter he provided might be missing.

**Minutes:** The minutes of the October meeting were reviewed. Ms Peluso moved to accept the minutes. The motion was seconded by Mr. D'Amico and passed unanimously. Mr. Chalifoux stated that changes in the open meeting law now required that draft minutes be available within 10 days, and asked if he could have them posted on the trustee page, library website. The Board agreed.

**Financial report:** Mr. D'Amico moved to accept the financial report. The motion was seconded by Ms. Peluso and passed unanimously.

**Director's report:** Attached. An additional item was that Fablevision has offered a software package, free of charge, to the library. Ms Lambert recommended that we accept the package. Mr. D'Amico moved to accept the offer. The motion was seconded by Ms. Peluso and passed unanimously.

Before proceeding to Old business, the Chair recognized the three applicants for the vacant trustee position and gave them time to address the meeting.

**Old Business:**

a. 2011 Staffing. Because the staff of the library feels that they can provide sufficient support to maintain the hours of both buildings, the board will accept this. Ms Lambert was directed to develop the staffing schedule such that all personnel would be assigned to their respective work areas. Due to the need to be present for the Patrons, if a shortage exists in circulation, overtime is to be offered to all staff not working that day. If a person assigned to circulation is absent that day, overtime is to be offered to all staff not working that day. Regardless of the staffing level, the libraries will be opened on schedule. Individual trustees may suggest changes to the schedule, but only the Board may direct changes.

We have sufficient funding for three more Sundays and approximately \$1500 for overtime. Mr. Chalifoux suggested that if we closed Sundays immediately, that would give us about \$3000 to be used in overtime. The board decided to leave the schedule intact and to request addition funding from the town. Mr. Chalifoux will work with the director on making the presentation.

b. Mitigation Monies. Our requests were provided to the Mitigation Committee. It will be the first part of next year at the earliest to hear results.

c. Capital Expenditures. Items requested at the mitigation committee included potential capital expenditures. If those items are not approved, they will be submitted as capital expenditures in the Library budget.

d. Pages. The matter is part of the Staffing 2011 discussion.

e. Budget. We will have a draft budget by January.

**New Business:**

a. Ms. Lambert had a question on Christmas Eve hours, specifically if Wednesday before Christmas would be regular hours, or shortened hours. The decision is to be regular hours.

a. Friends of the Library. Ms Jeanette Evans, Chair of the Friends of the Library spoke. She stated that the Friends are non political in nature. She talked about the areas that the Friends have worked on, such as the summer reading program, museum passes and the book sales. She would love to have more volunteers for the sales. Lisa Ingemi, stated that the library is attempting to have special programs on Wednesday nights.

b. Director's Goals and Objective and Evaluation. It was decide that the board will evaluate the Director this year. A sample evaluation form from the MBLC library trustee handbook was provided to all board members. All members agreed to review and begin to develop goals and objective to be discussed at the next meeting.

The Trustees set Tuesday, 13 December at the Endicott Branch at 7:00 pm for their next meeting. Ms. Peluso moved to adjourn at 8:55 pm. It was seconded by Mr. D'Amico and passed unanimously.

Respectfully submitted by Michael Chalifoux, Secretary